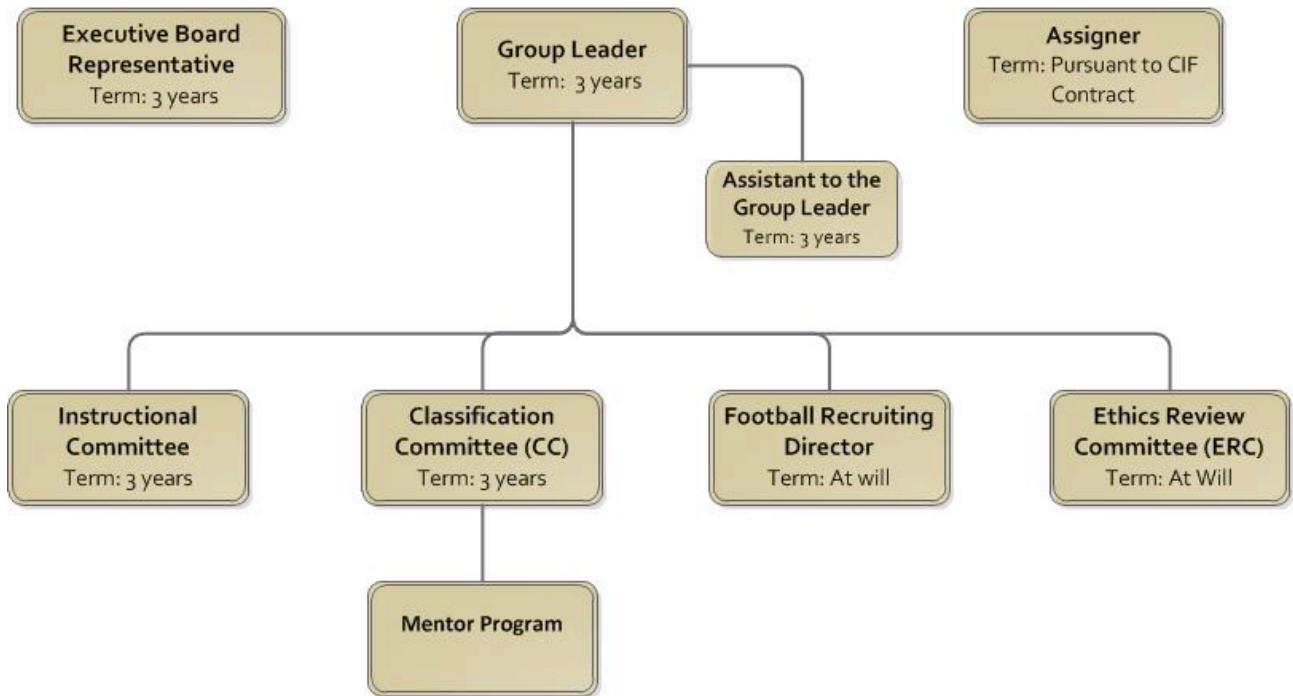


NCOA SACRAMENTO FOOTBALL GROUP Operating Policies and Procedures

Purpose: To ensure the high schools and leagues in the service area of the Northern California Officials Association (“NCOA”) are provided qualified and professional officials to ensure games are played safely and fairly in accordance with the intent and purpose of the rules.

1. Organizational Structure



- **Group Leader:** There shall be one Group Leader. The Group Leader may appoint an Assistant. The Group Leader shall be selected per the process outlined in 5.1.3 of the Constitution and as further outlined herein.
 - The terms of the Group Leaders shall be three years, as indicated in 5.4 of the Constitution.
 - The Group Leader shall ultimately be responsible for the duties, expectations, and terms designated in the NCOA Sacramento Constitution as outlined in section 5.8.
 - The Assistant shall serve at the will of the Group Leader and may be terminated at any time at the direction of the Group Leader.
 - The Assistant shall be tasked with collecting minutes and information from the respective committees.
 - Both the Group Leader and the Assistant shall be eligible for any benefits or compensation provided to Co-Group Leaders as outlined in the Constitution or Bylaws.
 - If appointed, the Assistant shall serve at the direction of the Group Leader. Upon the termination of the Group Leader’s term, the Assistant’s position shall also terminate. The Assistant shall be eligible to become Group Leader through the selection

process outlined herein, but shall not automatically become the Group Leader as a result of his role as the Assistant.

- **Instructional Committee:** The instructional committee shall be composed of three members. The longest serving member shall be the Chairperson. The Chairperson shall be responsible for making final decisions of the Instructional Committee. The Chairperson shall be a member of the Group Leadership Team. Each member shall serve a three-year term. The terms shall be staggered such that only one member's term expires at the end of each season.
 - The Instructional Committee shall be responsible for the training of new and NCOA veteran officials. Committee members shall assist and provide back-up as necessary for each other as directed by the Chairperson. The duties shall be divided in such a way as to provide appropriate and relevant classroom, on-field, and/or video based instructional meetings to meet or exceed the minimum hours as specified in section 5.9.2 of the Constitution. The Instructional Committee shall prepare the instructional program for each Football Season and present the plan to Group Leader for approval prior to March 1st of each calendar year. The instructional program shall contain the minimum required passing scores for any exams or quizzes that are required for certification as well as the number of allowed attempts to take and pass the exams or quizzes. The instructional program will include provisions that address instruction tailored for new officials as well as returning veterans. The instructional program shall include the Calendar of all meetings necessary for the upcoming season, including General Meetings and Instructional Meetings. Instructional Chairperson(s) shall clearly communicate to all current and potential NCOA group members the dates and times of all meetings, the web address for online registration and closing date of all online training material designated as a part of the instructional program. The instructional program shall be defined as those meetings, video-based online training materials, quizzes, examinations and/or on-field training that all members are required to complete in part fulfillment of the requirements for a member in good standing.
 - The instructional Committee may select instructors to assist with disseminating instructional materials and to provide support in the preparation and delivery of the instructional program. The number of instructors shall be at the discretion of the Instructional Committee. Instructors shall be selected based on their football officiating experience, rules knowledge, mastery of football officiating concepts, teaching and training aptitude, personal professionalism, and technical expertise.
 - Once an Instructional Committee member's term has expired, he shall be ineligible to serve on the Instructional Committee for a period of one year. This limitation does not extend to membership on other committees.
- **Classification Committee:** This committee may be referred to as the "CC". The overall goal of CC is to evaluate, mentor, provide feedback to officials for skills improvement and recommend ranking movement. The CC shall consist of the following:
 - Chairperson: 1
 - CC Members: 8 (other than the chairperson)

Each member shall serve a three-year term. One of the members in the third year of his term shall be selected as chairperson. The chairperson shall be selected by the Classification Committee and approved by the Group Leader. The chairperson shall serve as a member of the Group Leadership Team.

Once a Classification Committee member's term has expired, he shall be ineligible to serve on the Classification Committee for a period of one year. This limitation does not extend to membership on other committees.

The CC may appoint a person, who is a member of the CC or not, to collect, log, record, and store data regarding a member's attendance, instructional background, field ratings, years or services, and other information pertaining to a member's status within the football group. This position, if appointed, does not term out and is not subject to term limitations. The appointee may be removed at the discretion of the Group Leader or CC.

The CC **Chairperson** shall report directly to Group Leadership, hold regularly scheduled meetings with all CC members, and review evaluations.

CC Members will report to the CC Chairperson; maintain "member in good standing" status; be professional; attend required scheduled meeting(s); provide timely verbal and/or written evaluation/feedback; attend CC events/scrimmages/camps; manage/evaluate assigned sub-group of sub-varsity and varsity officials; evaluate officials as directed from other sub-groups; attend sub-varsity and varsity games to evaluate sub-varsity and varsity officials; submit evaluations on all officials; review evaluations; recommend varsity officials to the Group Leaders for playoff consideration; recommend officials for ranking movement (up/down); vote on officials for ranking movement (up/down) which shall then be forwarded to Group Leaders for consideration and possible movement (up/down).

It is the responsibility of the CC to communicate playoff eligibility requirements for the current year prior to the first general meeting or the previous year's requirements will be adopted for the current year. The communication shall be written and may include consideration of Field Ratings, Completion of Field Ratings, NFHS Certification Test, NCOA Enforcement Test, NFHS Concussion and Sportsmanship Certifications (2 certificates), NCOA Meeting Attendance, Working opposing school pre-season Varsity Scrimmage, Years of Service, Arbiter Profile includes appropriate photo of official, or other information.

While the criteria explained above can influence ratings and playoff eligibility, assignments are solely the responsibility of the contracted assigner. The CC is restricted to making recommendations, not assignments.

- **Mentor Program:** The mentor program shall be a distinct program from the Classification Committee. The primary scope of the mentorship program is to provide opportunities for football officials to improve their officiating skills. Officials may have the opportunity to officiate scrimmages/games with veteran officials and receive immediate skills assessment. Veteran officials may have the opportunity to become Game Mentors. The mentor program coordinator will be responsible for: maintaining a list of Game Mentors; maintaining a list of Volunteer Mentees; identifying and publishing Volunteer Mentee scrimmages/games; and ensuring Arbiter is updated to reflect Volunteer Mentee is assigned to the game(s). Outlined below are the roles and responsibilities of the Mentor and Mentee.

Game Mentors: Identified by the Mentor Program Coordinator and/or Football Leadership as officials that possess advanced officiating skills, rules knowledge and the ability to teach others.

Volunteer Mentees: Officials that volunteer to officiate game(s) with Game Mentors. The Volunteer Mentees will not receive compensation when volunteering to work game(s).

Volunteer Mentee Games: Games identified by the Mentor Program Coordinator as games for Volunteer Mentees to work with Game Mentors. As an example: Volunteer Mentee game may be a Freshman (FR) or Junior Varsity (JV) game that has 4 Varsity Officials assigned.

Objective: In collaboration with Football Leadership, the Mentor Program provides opportunities for officials to improve their football officiating skills through volunteering as a Volunteer Mentee or a Game Mentor. Volunteer Mentees will have the opportunity to receive immediate assessment on their officiating skills, football rules knowledge and rules application from the Game Mentors.

- **Football Recruiting Director:** There may be one (1) Football Recruiting Director. The Recruiting Director may appoint an Assistant. The Assistant serves at the will of the Group Leader and his position may be terminated at any time by the Football Recruiting Director or the Group Leader. The Football Recruiting Director will coordinate efforts to recruit new members as well as retain current members. With the collaboration and approval of the Group Leader, the Recruiting Director may establish a referral program to incentivize current members to recruit new members. The Recruiting Director may coordinate with the Football Group's Executive Board Representative to assist with recruiting efforts.

There is no term limit for the Football Recruiting Director position. This position shall serve at the discretion of the Group Leader. In the event of a vacancy, a new Recruiting Director shall be selected as outlined below.

- **Executive Board Representative:** There shall be one (1) Executive Board Representative. The Executive Board Representative's duties, responsibilities, and term length shall be as outlined in section 5.4.2 of the NCOA Sacramento Constitution. The Executive Board Representative shall be selected as outlined in section (2) below. The Executive Board Representative shall be a member of the Group Leadership Team.
- **Ethics Review Committee:** This committee shall be referred to as the "ERC". The overall goal of ERC is to hear and decide grievances and to provide recommendations and/or feedback to Group Leader with respect to grievances and related performance issues. Any appeal of an ERC disciplinary action shall be made to the Group Leader. The ERC shall meet on an as needed basis. The ERC shall consist of the Chairperson and two other members. The committee shall meet at the direction of the Group Leader to address issues that include, but are not limited to members: Committing crimes, cheating on tests and quizzes, committing severe acts of dishonesty, and other fraudulent behavior. The committee shall not address the following issues: Members missing assignments, not completing ratings, on field performance, or other similar issues.

Ethics Review Chair: This position shall serve at the discretion of the Group Leader. The Chairperson shall be responsible for handling any performance issues or grievances of members as forwarded by the Group Leader.

- **Additional Committees or Positions** - Group Leadership may appoint or create additional positions or committees deemed necessary as per NCOA Constitution section 5.6.2.

2. Selection Process of Leadership Positions

A. Group Leader Selection Process - Upon the expiration of the term of the Group Leader, all group members shall be notified of the opening. Group members shall have an opportunity to submit their name for consideration to be selected as the Group Leader. The outgoing Group Leader shall compile a list of the candidates who wish to be considered for the position and submit the names of the candidates to be voted on by the group members. The three candidates who receive the top number of votes shall be interviewed by the Group Leadership Team. After conducting interviews the Group Leadership Team shall select the candidate to serve as the Group Leader for the Football Group and submit his or her name to the Executive Board for ratification per NCOA Constitution section 5.1.3.

- The Group Leader may appoint an Assistant. The Assistant shall serve at the will of the Group Leader and may be terminated at any time at the direction of the Group Leader.

B. Executive Board Selection Process - Upon the expiration of the term of the Executive Board Representative, all group members shall be notified of the opening. Group members shall have an opportunity to submit their name for consideration to be selected as the Executive Board Representative. The Group Leader shall compile a list of the candidates who wish to be considered for the position and submit the names of the candidates to be voted on by the group members. The three candidates who receive the top number of votes shall be interviewed by the Group Leadership Team. After conducting interviews the Group Leadership Team shall select the candidate to serve as the Executive Board Representative for the Football Group and submit his or her name to the Executive Board for ratification.

C. CC Chairperson and member Selection Process – Upon the expiration of the terms of Classification Committee members, all group members shall be notified of the openings. Group members shall have an opportunity to submit their name for consideration to be selected to the Classification Committee. The Group Leaders shall compile a list of the candidates who wish to be considered for the Classification Committee and submit the names of the candidates to be voted on by the group members. The candidates who receive the top five number of votes shall be interviewed by the Group Leadership Team. After conducting interviews the Group Leadership Team shall select the candidates to serve on the Classification Committee.

D. Instructional Chair and member Selection Process – Upon the expiration of the term of one of the instructional committee members, all group members shall be notified of the opening. Group members shall have an opportunity to submit their name for consideration to be selected to the Instructional Committee. The Group Leaders shall compile a list of the candidates who wish to be considered for the Instructional Committee and submit the names of the candidates to be voted on by the group members. The candidates who receive the top three number of votes shall be interviewed by the Group Leadership Team. After conducting interviews the Group Leadership Team shall select the candidate to serve on the Instructional Committee.

E. Mentor Chairperson and member Selection Process – The Group Leader shall accept nominations for the Mentor Program Coordinator. After reviewing the nominations, the Group Leader shall appoint the Mentor Program Coordinator. The appointee may form a committee to assist with the mentorship program.

F. Football Recruiting Director Selection Process – The Group Leader shall accept nominations for the Recruiting Director. After reviewing the nominations, the Group Leader shall appoint the Recruiting Director.

G. ERC Chairperson and member Selection Process – The Ethics Review Chairperson and shall be appointed by and report directly to Group Leader. The two other members shall be selected by the Chairperson should the committee need to meet. The Chairperson shall select the other members from the Instructional Committee, Executive Board Representative, or the Classification Committee to serve on the ERC.

H. Upon the expiration of the term of any of the above positions, the respective process to determine a replacement shall commence immediately. Each of the positions outlined above shall terminate at the end of each football season, unless otherwise stated. The selection process to determine the replacement shall take place prior to the end of the football season when the position terminates.

3. **Member in Good Standing Requirements:** A member of the football group in good standing shall tender registration fees as stated in the NCOA Constitution and By-Laws by the specified date; meet the Certification and Testing Requirements as defined below; attend and officiate one (1) pre-season scrimmage; complete ratings, if designated as a rater, and sign his or her name to the rating.

4. **Certification and Testing Requirements:** All NCOA officials shall meet or exceed the minimum hours of instruction as defined in section 5.9.2 of the NCOA Sacramento Constitution; attend the required number of general and instructional meetings designated as a part of the Instructional Program. Members who are unable to attend a meeting may be excused only due to day of meeting emergency or by prior arrangement made with a member of the Instructional Committee. Notification of the excuse shall be submitted in writing to the Instructional Committee and are subject to approval or rejection. Email is acceptable.

In addition, officials shall complete all online instructional material and corresponding quizzes designated as a part of the Instructional Program prior to the specified closing date; successfully pass the 100 point NFHS examination(s) with a score of 80% or better within 3 attempts by the specified closing date; attend and officiate at least one (1) pre-season scrimmage; and submit the Concussion Course and Sportsmanship Course certificate available at www.ncoa.arbitersports.com by the specified closing date.

5. **Conduct and Discipline:** Each member of the Football Group is expected to display professional conduct traveling to, from, and during game assignments whether working or observing. All officials who register to work NCOA Football during the specified calendar year will be required to read and acknowledge an electronic version of the “Code of Ethics” contract. As part of the online registration process each official will sign and acknowledge acceptance of the NCOA Code of Ethics contract which shall include the member agreement on his or her independent contractor status, release of liability agreement, and hold harmless agreement.

Each member shall remain in good standing at all times as outlined in the NCOA Constitution and Bylaws. Any member who does not demonstrate the expected professional conduct or falls out of “Good Standing” shall be addressed by Group Leadership. Group Leadership has the responsibility to investigate any complaints or

incidents involving a member and to refer the matter to the ERC for consideration. The Group Leader shall take into consideration the recommendation of the ERC and has the authority to discipline any member with a penalty that is commensurate with the offense. If the ERC recommends, the Group Leader may escalate the matter to the NCOA Board Level per NCOA Constitution section 4.3.

In the event that a member of the association fails to comply with the member in good standing and conduct and discipline requirements, the Group Leader shall have the power to request of the Assigner removal of the member from assignments until further notice. In the event that a member is removed from assignments, that member may be dropped immediately from the membership of the association and will forfeit all registration fees and future assignments. Any appeal will be governed by the NCOA Constitution and Bylaws. Any and all proceedings regarding suspension or expulsion will be confidential.

Members who are suspended for any reason may appeal pursuant to 4.3.2 of the Constitution.

6. **Independent Contractor:** Officials who receive assignments from the Assigner are Independent Contractors. They are not an employee of NCOA Football or the Assigner.
7. **Equal Opportunity Policy:** NCOA is an Equal Opportunity Association that accepts officials without discrimination as to race, color, creed, gender, age, national origin, sexual orientation, or disability. However, officials shall demonstrate knowledge and proficiency in the application of the rules and shall be physically and mentally capable of officiating assigned games.
8. **Registration Fees:** Association Registration Fees are as defined in the Constitution and Bylaws for the time period that starts July 1st and ends June 30th of the following year. Registration Fees are due and owing on a date to be determined by the Group Leader and not later than the date of the first General meeting of the sport group.
9. **Assignments:** Assignments are the sole responsibility of the CIF Contracted Assigner.
10. **Crew Chief / Crew Contact:** At least three days prior to an assigned game, the crew chief has the responsibility to contact the game site administrator and crew members to confirm game time and location. Crew members shall confirm receipt of the communication. Email is acceptable. Contact means actually communicating with crew member(s) via phone, email or mutual acknowledgment utilizing the games notes function on Arbiter. No contact may result in removal from the game assignment list or other disciplinary action as determined by the Group Leader.
11. **Game Arrival Time:** Officials shall arrive at least 60 minutes prior to game time and conduct a pre-game conference with the crew. Officials shall arrive **be on the field** at least **30 minutes** before scheduled game time. If a crew member is not present 30 minutes prior to scheduled game time, the Crew Chief shall call the Assigner(s). The official shall inform the Assigner of the following: Name, the game site, and the absent crew member. **The Official shall call the Assigner if and when the crew member arrives.**

Note: An official may not be paid additional game fees if the Assigner is not called and notified that a crew member is missing. An official may be sanctioned with possible removal of subsequent games for lack of communication with the Assigner.

12. **Appearance and Professionalism:** Appearance is the first impression that coaches, players, fans, and evaluators will have of officials. Professionalism is the way an official acts before, during and after a game. The uniform shall be clean and pressed. The pants shall fit and be properly hemmed. The shirt fits properly and stays tucked in; shoes are clean; the official's hair shall be neat and trim.

Fitness and stamina are a necessity for becoming a good official - the official should be able to keep up with the flow of the game he/she is working.

Shorts Policy: Shorts may be worn at the discretion of the crew chief for the following assignments:

- Single Freshman game that starts at any time
- Single JV game that starts at any time
- Frosh/JV doubleheader that starts at any time
- JV/Varsity doubleheader where the JV game starts before 5 PM
- Single Varsity game that starts before 5 PM.

Long Pants are required for the following assignments:

- JV/Varsity doubleheader where the JV game starts at or after 5 PM
- Single Varsity game that starts at or after 5 PM.

Sunglass Policy: Sunglasses may be worn by officials during daylight hours, in order to assist officials in properly officiating high school football games. Sunglasses should be of good quality, designed for sports usage (not fashion), and should be of a style that creates a professional appearance. The decision on whether or not sunglasses will be worn, and which sunglasses are acceptable to be worn, will be made by the crew chief. Prescription glasses that change tint with exposure to sunlight are always allowed, and do not have to be removed at any time. Sunglasses must be removed when addressing:

- A coach, especially the head coach
 - During introductions
 - During a Referee/Coach conference
 - When explaining a rules enforcement or game situation
 - Any other time when eye contact is important
- Any player
 - During the coin toss
 - When explaining enforcement options on a penalty
 - Any other time when eye contact is important

13. **Turn Back Policy:** Officials shall read and understand the Assigner's Turn Back policy. **DO NOT** find or send a replacement to the game. All game day turn backs **SHALL** be phoned into the Assigner.
14. **Payment of Game Fees:** Payments for officiating services will be mailed or direct deposited into an account after the end of the pay period for all work done in that pay period. An online statement is available within the JSS Official's account when logged into Arbiter. An itemized accounting of games worked in the pay period is available. Please immediately check this accounting against personal records for possible errors. **As required by law, Form #1099 will be submitted from the Assigner for all officials for each calendar year.**
15. **Playoff Eligibility Recommendations:** Each Football Group official shall meet the following criteria to be recommended for post season playoff assignments: (1) official shall

be a member in good standing with the NCOA Football Group; and (2) The official shall obtain an adequate football group's rating under the current year's rating committee classification requirements. A recommendation to work a playoff game from the Football Group does not guarantee an official will be selected to officiate. At the beginning of each season, the CC will adopt and publish standards and expectations for playoff officials. If the CC does not adopt and publish new standards for the football season, the previous season's standards will be used.

16. **Evaluations:** Raters will provide written evaluations of game officials within two weeks of the game assignment. The Classification Committee will monitor evaluations. The committee will keep a history of all officials' progress and may provide officials feedback on areas to improve. Evaluations may impact an official's rating.
17. **Group Meetings:** All meetings shall be listed on the NCOA website calendar for the upcoming year. If an official arrives to a meeting late or leaves early, the Instructional Committee or Group Leader has discretion to reduce credit allotted for attending the meeting.
18. **Incident Reports:** If an ejection occurs in a game or a situation that is beyond ordinary, the Crew Chief SHALL call the Assigner prior to 12 midnight the day of the game, and follow up with an email to the Assigner and Group Leaders the following day if not sooner. There are **NO exceptions** to this rule. The email shall include the game site, date, level of play and the specifics of the incident. Reports not filed by the next morning may result in a loss of game assignments.
19. **Refund Policy:** Officials may request a refund of fees paid if unforeseen circumstances arise and the official cannot officiate during the current academic year. If granted, the refund amount will be less any cost incurred due to process and pursuant to the refund policy as stated in the Registration process and the NCOA Bylaws.
20. **Amendments:** There are two ways to amend these policies and procedures.
 - 1) At his or her discretion, the Group Leader may form a committee, consisting of at least three members in good standing of the football group, to review and, if necessary, make amendments to these policies and procedures. The committee shall be selected as follows: All group members shall be notified of the openings. Group members shall have an opportunity to submit their name for consideration to be selected to the committee. The Group Leaders shall compile a list of the candidates who wish to be considered for the committee and submit the names of the candidates to be voted on by the group members. The candidates who receive the top five number of votes shall be interviewed by the Group Leadership Team. After conducting interviews the Group Leadership Team shall select the candidates to serve on the Classification Committee. The committee shall have authority to finalize the amendments to be submitted to the Executive board for ratification.
 - 2) A football group member in good standing may propose an amendment. To be considered, the member must present a petition to the group leader that has been signed by 30 active members of good standing of the football group. The petition must include the language of the proposed amendment. Upon receipt, the group leader shall submit the proposed amendment to the members of the football group for consideration. The group leader shall call a vote of the active members in good standing. If more than

fifty percent of the active members in good standing vote to adopt the amendment, the amendment shall be adopted and submitted to the Executive Board for ratification.

Effective Date: 7/7/15